

NPS POLICY ON CONSULTING

Faculty members of the Naval Postgraduate School may be permitted to engage in outside employment or professional activity that enhances their professional competence. Any outside activity must be limited in scope so as not to interfere with the full and energetic execution of the member's primary responsibility in meeting all assigned professional duties. A faculty member, in accepting an agreement for extramural professional activity, does so as an addition to full-time employment by the School and not as a substitute for a portion of it. The outside work must not interfere with the efficient performance of the faculty member's duties as an employee of the Naval Postgraduate School. Faculty members who propose to do consulting work which entails travel should make proposed travel requirements known to the Provost at the time the application for consulting is submitted and inform the Provost of subsequent changes in travel requirements. Faculty must receive advance written approval from the Provost for international travel. Applicable regulations governing outside employment of government employees apply. See NAVPGSCOLINST 5370.3D, DoD Directive 5500.7-R, and the Faculty Handbook.

The amount of outside employment a faculty member may engage in will not exceed two days in any single bi-weekly pay-period, when the faculty member is not in a leave status. In order to devote more than two days to outside employment in any given pay-period, the faculty member must obtain formal approval from his/her supervisor, and must be in a leave status. Outside employment, or consulting, is not a part of a faculty member's official duty nor does it substitute for any part of one's official duty. Consequently, if a faculty member engages in consulting for any part of a pay-period, the official submission of work and leave hours must reflect this, using a "flextime" approach. For example, if a faculty member devotes two days to consulting in a pay-period, the faculty member should work, and report, eight (8) ten-hour days rather than ten (10) eight-hour days. Actual duty time plus leave and holiday time must add-up to 80-hours in each pay period. There is no authority for the "banking of hours", whereby an employee accumulates "unused" consulting hours from one 80-hour pay period for use in a different pay period. Such banking is specifically disallowed.

I _____ (printed name) do hereby acknowledge receipt of a copy of the "NPS Policy on Consulting". I have read and understand it.

Signature: _____ Date: _____